



2200 North 33<sup>rd</sup> Street \* PO Box 30370 \* Lincoln, NE 68503-0370 \* Phone: 402-471-0641 \* Fax: 402-471-5528

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## **JOB VACANCY ANNOUNCEMENT**

### **Advertised to Employees and Public**

<b>LOCATION</b>	<b>TITLE</b>	<b>SALARY</b>
<b>2200 North 33<sup>rd</sup> Street Lincoln, Nebraska</b>	<b>DEPUTY DIRECTOR Administration Division</b>	<b>*\$118,000 ( NEGOTIABLE) Position #60002830</b>

**APPLICATION DEADLINE: December 1, 2021**

**JOB DUTIES:** Assists and advises the Director in formulating and administering agency policies, procedures, and strategic plans. Direct agency personnel in the implementation of agency programs, policies, budgets, leases, easements, rules, regulations and orders. Consult with and advise Commission members on various matters as requested. Assist in the development of legislative proposals for consideration and provide testimony to committees of the Legislature as needed. Reviews and approves annual budget submissions for multiple divisions. Attends and participates in various meetings with citizen groups, radio and television regarding Commission programs and activities. Attend staff, constituent, State and Federal meetings on topics pertinent to agency programs. Attend all Commission meetings to provide assistance to the Director. Represent the Director in his/her absence or as assigned.

**KNOWLEDGE, SKILLS, & ABILITIES:** Principles and techniques of supervision, agency, State, and federal policies, procedures, laws and regulations pertaining to agency programs. Requires knowledge of budgetary procedures, legislative processes, and strategic planning processes. Ability to manage human resources, plan, assign, direct and evaluate programs and the processes/procedures used to achieve agency goals. Must have ability to interpret and apply agency guidelines, policies, regulations, orders and statutes and communicate and collaborate effectively with internal staff, external partners and the public. Preparation and presentation of legislative actions.

**QUALIFICATIONS/REQUIREMENTS:** Bachelor's Degree in natural resources conservation, administration, business or related field plus seven years' experience in management or administration of a natural resources program OR Master's degree in an above mentioned or related field plus five years' experience in management or administration of a natural resources program.

**TO APPLY:** Apply on line at [statejobs.nebraska.gov](http://statejobs.nebraska.gov). Applications must be entered on or before the application deadline to be considered.